



Virginia Social Services System Strategic Planning Steering Committee

Meeting Minutes September 27, 2005 10:00 a.m. to 12:00 p.m. Henrico Room, DSS Henrico Office, Forest Office Park

Attendees: Members - Mark Johnson, Gordon Ragland, Donna Douglas, Diana Hutchens, Sarah Snead, Jane Conlin, Edith Jones, Julie Christopher, Ray Goodwin, Duke Storen, Jack Frazier, Harry Sutton, Nick Young, Renee Fleming Mills, Bo Harris
Facilitator – John Wheatley

I. Call to Order, Introductions

John Wheatley called the meeting to order and relayed regrets from a number of members. He also relayed the resignation of Cookie Roberts. Cookie is now in the position where her work load will no longer allow her to commit to the level she feels she would need to. She wishes the committee well and urges them to keep up the good work they are doing. Mark Johnson took an action item to identify a replacement.

II. Minutes

The minutes from the previous meeting in August were approved.

III. Review Action Items List

Item 89: John Wheatley: Determine the manner in which we will solicit input from the local departments when plans are being developed.

John Wheatley reported this action item is still a work in progress. Item Open

Item 90: John Wheatley: Develop survey to collect data about all current plans used. This information will be presented at the next meeting. It will include information about the necessity of the plan.

John Wheatley reported this action item is still a work in progress. Item Open

Item 98: John Wheatley, Place final Service Area Plans on the Web site.

John Wheatley reported this action item is still a work in progress. Item Open

Item 101: Marcella Williamson, Create a quarterly status report and present first draft to the steering committee for approval.

Marcella Williamson was not in attendance to be able to report on this action item. Item Open

Item 102: Diana Hutchins, Create an activity related to the strategic plan at the fall VLSSE conference.

Diana reported that an activity has been arranged. It will include a discussion type forum hosted by the local director members of the steering committee. A new action item was identified for Diana to report back to the committee on the activity. Item Closed

Item 103: Donna Douglas, Realign goal 2, gain steering committee approval via email and update the strategic plan.

Jack Frazier presented the updated goal to the committee; he demonstrated alignment of the goal content to committee discussion from the prior meeting. A general discussion ensued around a number of issues. As part of the discussion John Wheatley took an action item to distribute the Service Area Plans to committee members the week of October 3rd after the next DPB required update is completed. The goal was accepted by the committee and Donna requested that she have the opportunity to update some of the strategies at a later date. Item Closed

IV. New Business

1. New membership discussion: Duke Storen.

Duke Storen presented that during the strategic planning retreat the issue of additional steering committee members had been raised. This issue is still unresolved. The members of the steering committee were assigned an action item to identify additional categories of members for discussion at the next meeting.

2. Membership commitment discussion: Jack Frazier.

Jack Frazier led a discussion on renewing member commitment to the steering committee. This issue will be discussed at the next meeting and may take the form of changes to the group's charter.

3. December meeting date: John Wheatley.

John Wheatley requested the December meeting be moved to December 12th, 10:00 to 12:00 p.m. This was approved by the committee.

V. Adjourn

The meeting adjourned at 11:40 p.m. The next meeting is October 31, 10:00 a.m. to 12:00 p.m., Henrico Room and video conference locations.